



LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE  
BUREAU OF INVESTIGATION  
MAJOR FRAUD DIVISION

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## Guidelines for Completing the Real Estate Fraud Complaint Form

Before filling out the attached complaint form, please take the time to read these guidelines. They will help you to understand our function, and we will be better able to understand and act on your complaint.

### What We Can Do:

The Los Angeles District Attorney's Office (LADA) Real Estate Fraud Unit investigates real estate fraud related cases occurring in Los Angeles County. The types of cases which will be considered for investigation by the LADA Real Estate Fraud Unit are frauds that result from various fraudulent real estate transactions and/or schemes such as, submission of forged loan applications; fraudulent transfers of title of real property; recordation of fraudulent real estate documents; home equity sale contract fraud, and mortgage foreclosure consultant fraud.

When we receive a consumer complaint, we review all the information and the supporting documentation that is included. If the complaint does not meet the above described criteria to open a case, we will do our best to refer you to an agency that will appropriately handle the type of matter involved. Many real estate consumer disputes are not appropriate for government action, but are altogether proper for private legal action. It is generally a good idea to consult with private counsel to explore private legal remedies that might be available.

This office is not legally permitted to represent individuals in civil matters, take action in order to obtain money owed a consumer, help cancel any debt due on a contract that was signed, resolve or mediate individual consumer complaints, or obtain any other personal relief. Those functions are performed by a number of other government agencies established for that purpose.

***If you believe you have been a victim of real estate fraud, or you have suffered a loss involving your home or purchase of a home due to fraud, please complete this complaint form.***

### How You Can Help Us:

- A. Write or type a ***one-two page*** summary of your complaint and attach the summary to the complaint form. Please include the following information:
1. Tell us **what** happened in chronological detail and be specific.

2. Tell us **who** you think the person(s) or company that is responsible for the loss, conversion(s) or fraudulent act.
  3. Tell us **where** (address, city and state) the incident, conversions or act(s) took place. Please include property address(s) involved in the fraudulent transaction(s).
  4. Tell us **when** and **how** you first became aware that you may have been defrauded. If individual(s) or a company is named in your complaint please list exact dates of contact. If someone else made you aware of the potential crime, please include the person's name(s) address(s) and telephone number(s).
  5. Tell **how** you know the representations were false or how you know money was misused.
  6. Tell us what your actual financial loss is, if known. Do not include lost interest, unrealized profits or missed opportunities.
- B.** Documentary evidence is especially important; therefore, please only include photocopies of all documents and materials (*contracts, agreements, certificates, notes, deeds, correspondences, legible copies of involved checks, front and back, escrow and/or loan documents, etc.*) you wish us to review. **Please retain the originals for your records.**
- C.** Type or print clearly in ink.
- D.** If you have any questions concerning this form, you may call the Duty Investigator at (213) 580-3200 during regular business hours, Monday through Friday 8:00 a.m. to 5:00 p.m.
- E.** Upon completion of all sections of the complaint form, please mail the form along with an attached narrative and copies of your supporting documentation to:

**Office of the District Attorney  
Bureau of Investigation  
Real Estate Fraud Unit  
201 N. Figueroa Street, 16<sup>th</sup> Floor  
Los Angeles, California 90012**

**Attn: Supervising Investigator**

**All complaints must have the attached complaint form completely filled out, signed and dated by the complaining party (not by their attorney) before a case can be opened.**

We sincerely hope this information will be of assistance to you.

**COUNTY OF LOS ANGELES**

**BUREAU OF INVESTIGATION  
REAL ESTATE FRAUD SECTION  
*COMPLAINT FORM***

**I declare I have a complaint against:**

Your Full Name:	Residence Address:	Phone Number:
Occupation:	Business Address:	Business Phone:

Full Name of Suspect:	Suspect's Address:	Suspect's Phone:
Business Name:	Business Address:	Business/Cell Phone:

The following documentation supports my allegation and is incorporated and made a part of this complaint:

- ☐ Advertising materials
- ☐ Contract or Agreement
- ☐ Cancelled check(s) (Front & Back)
- ☐ Promissory Note, Deeds, and Deeds of Trust
- ☐ Cash receipt(s)
- ☐ Escrow instructions, loan documents, amendments & closing statements
- ☐ Correspondences between you and the suspect(s) (Letters, E-mails, Faxes)
- ☐ Copies of all documents which relate to your complaint which are not listed above.
- ☐ Copies of any civil complaints filed on behalf of you or others.

Date(s) of Transaction:

Place where Transaction(s) Occurred (Address, City, State):

Value of real property (ies) taken:	Location of property (ies) taken:
<p>Have you or any other victim filed a civil action (lawsuit) in any court in this matter?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes If yes please provide copy of court documents and the date of filing (include case number).</p>	
<p>Have you filed this complaint with another law enforcement or consumer protection agency?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes If yes, provide the name, address and phone number of agency, and the person handling the case.</p>	
<p>Have you contacted the suspect(s) or business regarding your complaint and demanded restitution of yours funds?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes If yes, name of person you contacted and the date(s) contact(s) made.</p>	
<p>Have you had a previous business or personal relationship with the suspect(s), firm or controlling person?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes If yes, indicate the nature of the relationship, the duration and whom it was with.</p>	
<p>List names, addresses and phone numbers of other individuals who may have further knowledge of</p>	

this matter. Have you contacted them? When?

If your complaint involves a real estate loan (mortgage), provide the name and address of the mortgage company, lender, broker, escrow company and title company.

Are you willing to appear in court as a witness to this complaint, and truthfully testify to the allegations made in this complaint? Yes ☐ No ☐ If no, give reason.

**NOTE:** Section 148.5(a) of the California Penal Code states:

*“Every person who reports to any peace officer listed in section 830.1 or 830.2, district attorney, or deputy district attorney that a felony or misdemeanor has been committed, knowing the report to be false, is guilty of a misdemeanor.”*

**I declare under penalty of perjury under the laws of the State of California that the foregoing statements and photocopies of attached documents are true and correct.**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Complainant**

*Please attach your one-two page summary to this complaint form. If additional room is need to answer any of the above question feel free to attach additional sheets.*